

February 17, 2010

To Interested Applicants:

The City of Cambridge Office of Workforce Development is pleased to enclose both a **Request for Proposals (RFP)** for **MSYEP Summer Work and Learning Projects** and a traditional **MSYEP Worksite Application**. The **Mayor's Summer Youth Employment Program (MSYEP)**, offers Cambridge youth ages 14-18 the opportunity to work with government agencies or non-profits for six weeks during the summer. There are two ways of providing opportunities for youth to work with your organization.

As a **traditional worksite**, the MSYEP provides an opportunity for you to bolster your staff during the busy summer months, tackle projects you might otherwise put off and provide your staff with supervisory experience, while helping Cambridge teens gain valuable work experience. **MSYEP provides all youth wages** and an MSYEP Counselor who will monitor youths' experience, conduct weekly career-readiness workshops and provide support to the teens and their worksite supervisor. If you would like to host one or more young people at your workplace as a traditional worksite, please complete only the green **MSYEP Worksite Application**.

Now in its fifteenth year, the **Summer Work and Learning (SWL)** initiative expands the scope of the Mayor's Summer Youth Employment Program by including a more formalized educational component. Summer Work and Learning projects, described in the attached RFP, are an exciting opportunity for you to design and manage an educational, work-based learning project specific to your organization's resources and needs. Funds are available to cover personnel costs related to program operation, supplies, and youth wages.

In whichever capacity you choose, we encourage your participation in this year's Mayor's Summer Youth Employment Program. Summer Work and Learning Proposals and Worksite Applications are both **due on Monday April 5, 2010 by 4:00 p.m.** at the Office of Workforce Development. Worksites will be selected based on demonstrated quality of the site and youth interest. Applicants will be notified by mail as to their status of acceptance. I am happy to answer your questions and provide guidance to you as you prepare your proposal or application. I will be providing technical assistance until March 31, 2010 by appointment. If you have questions or would like to set up an appointment, please call me at 617-349-6268 or email [ghinds@cambridgema.gov](mailto:ghinds@cambridgema.gov). Please also feel free to email and request an electronic copy of the forms.

I look forward to working with you this summer.

Sincerely,

George Hinds  
Senior Youth Programs Manager  
Office of Workforce Development

Enclosures



Mayor's Summer Youth Employment Program

**MSYEP**

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE



**Worksite Application  
July 6<sup>th</sup>-August 13<sup>th</sup> 2010**

Please answer all questions completely. Additional sheets or job descriptions may be attached if necessary. Return applications to:

Mayor's Summer Youth Employment Program  
c/o Office of Workforce Development  
51 Inman Street, Cambridge, MA 02139

**Please return completed application by April 5, 2010!**

Worksite Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City Zip

Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Youth Supervisor (if different) \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Worksite Location (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Work Hours \_\_\_\_\_ 8:30-12:30 \_\_\_\_\_ 1:00-5:00 \_\_\_\_\_ No Preference  
\_\_\_\_\_ Other: Specify Daily 4-hour time block \_\_\_\_\_ - \_\_\_\_\_

Please list all titles for youth position(s) and check off the best description below.

Job Title _____	Job Title _____	Job Title _____
Number requested _____	Number requested _____	Number requested _____
<input type="checkbox"/> working w/sr. citizens	<input type="checkbox"/> working w/sr. citizens	<input type="checkbox"/> working w/ sr. citizens
<input type="checkbox"/> working w/children	<input type="checkbox"/> working w/ children	<input type="checkbox"/> working w/children
<input type="checkbox"/> office work	<input type="checkbox"/> office work	<input type="checkbox"/> office work
<input type="checkbox"/> landscaping/maintenance	<input type="checkbox"/> landscaping/maintenance	<input type="checkbox"/> landscaping/maintenance
<input type="checkbox"/> library	<input type="checkbox"/> library	<input type="checkbox"/> library
<input type="checkbox"/> health care/science	<input type="checkbox"/> health care/science	<input type="checkbox"/> health care/science
<input type="checkbox"/> teen leadership program	<input type="checkbox"/> teen leadership program	<input type="checkbox"/> teen leadership program
<input type="checkbox"/> media production	<input type="checkbox"/> media production	<input type="checkbox"/> media production
<input type="checkbox"/> arts/theater project	<input type="checkbox"/> arts/theater project	<input type="checkbox"/> arts/theater project
<input type="checkbox"/> environmental project	<input type="checkbox"/> environmental project	<input type="checkbox"/> environmental project
<input type="checkbox"/> other, describe _____	<input type="checkbox"/> other, describe _____	<input type="checkbox"/> other, describe _____

**Total number of youth requested** \_\_\_\_\_

Identify three to five tasks that will be the primary responsibilities of the youth employee\*

\_\_\_\_\_

\_\_\_\_\_

Does this position have any special requirements? If so, please describe \_\_\_\_\_

Please identify a total of **four** of the following skills/competencies (at least one from **each** category) which youth will **develop** as a result of this job.

**Life & Career Skills**

- \_\_\_ Flexibility & Adaptability
- \_\_\_ Social & Cross Cultural Skills
- \_\_\_ Productivity & Accountability
- \_\_\_ Leadership & Responsibility
- \_\_\_ Initiative & Self-Direction

**Learning & Innovation Skills**

- \_\_\_ Creativity & Innovation
- \_\_\_ Critical Thinking & Problem-Solving
- \_\_\_ Communication & Collaboration

**Information, Media & Technology Skills**

- \_\_\_ Information Literacy
- \_\_\_ Information, Communications & Technology Literacy
- \_\_\_ Media Literacy

Please list any additional skills here: \_\_\_\_\_

Please understand that due to the variety of work experiences throughout the MSYEP, a Program-wide dress code is unfeasible. Please list any **specific requests** you have of youth employees regarding appearance. Bear in mind that we hope youth will not have to purchase new clothing to participate in the program. \_\_\_\_\_

In the event that the youth supervisor will be away for a portion of the summer (such as for vacations), please indicate dates, and to whom the youth should report during that time: \_\_\_\_\_

Request for specific youth: (*The request for specific youth does not guarantee their placement with your program, but your request will be considered during the placement process*) \_\_\_\_\_

Upon return of this application, applicants will be notified by mail as to their acceptance as a worksite for the program.

Please be advised that all youth will participate in weekly workshops during work hours.

**Worksite Supervisor Orientation will be held on Wednesday June 23<sup>rd</sup>, 2010 at the Central Square Branch of the Cambridge Public Library at 45 Pearl Street.**

All worksite supervisors are asked to attend, and new supervisors are especially encouraged to attend.

You will meet your counselor and receive a list of your youth.

**Pick the more convenient session for you: 10:30-12:00PM OR 1:30-3:00PM**

*Questions may be directed to George Hinds at 617-349-6268 or ghinds@cambridgema.gov*



**Thank you for your support of the  
Mayor's Summer Youth Employment Program**  
*<http://www.cambridgema.gov/dhsp/msyep.cfm>*

The Office of Workforce Development is a division of the City of Cambridge Department of Human Service Programs

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Mayor's Summer Youth Employment Program

# MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

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## REQUEST FOR PROPOSALS SUMMER WORK AND LEARNING PROJECTS Project Period: July 6, 2010 - August 13, 2010

### GOALS

As a special component of the Mayor's Summer Youth Employment Program (MSYEP), **Summer Work and Learning (SWL) projects** aim to engage young people in a valuable educational and employment experience using the community's resources to expose youth to potential educational and career paths and prepare youth for employment. Each summer, more than one third of MSYEP participants have an opportunity to gain skills by participating in creative projects that expose them to science, media, art, environmentalism, events planning, teaching, public service and other fields. Summer Work and Learning projects result in tangible products or activities that demonstrate the variety of skills youth attain.

### BACKGROUND

The Mayor's Summer Youth Employment Program, managed by the Office of Workforce Development (OWD), is a public sector summer employment program serving approximately 800 Cambridge youth on an annual basis. The majority of slots are for 14-15 year olds. Youth who are selected for the program work for six weeks during the summer.

The MSYEP is intended to provide young people with their first work experience either in City of Cambridge departments or with local non-profit agencies. The program provides youth with a job assignment, a Counselor who is responsible for conducting weekly career-readiness workshops and providing ongoing support to worksites and youth, and a salary of \$8.00 per hour for a 20-hour work week.

The difference between traditional worksites and **Summer Work and Learning (SWL)** sites is that SWL sites have the opportunity to look at "work" through a different lens (perhaps as a community service learning or academic enrichment project) and design their own career-readiness framework for a small to medium group of teens. For example, a SWL site may decide to approach career exploration through field trips and a series of guest speakers, rather than the MSYEP workshops.

### 21<sup>ST</sup> CENTURY SKILLS FRAMEWORK

MSYEP is looking for SWL sites to incorporate or identify the 21<sup>st</sup> Century Skills that youth obtain through participation in summer programs. As stated in the Massachusetts Board of Elementary and Secondary Education's Task Force on 21<sup>st</sup> Century Skills white paper,

The world is changing quickly around us... employers want future leaders who can think creatively, work collaboratively, take initiative and are globally aware. In short, they need candidates steeped in 21st century skills... <http://www.doe.mass.edu/news/news.aspx?id=4429>

The 21<sup>st</sup> Century Skills are divided into three areas: Life and Career; Learning and Innovation; and Information, Media and Technology. The 21<sup>st</sup> Century Skills framework offers a way to articulate the valuable, high-level competencies that many programs are already teaching youth. In addition, the framework includes four key themes that cut across all of the skill areas. The themes are: Financial Literacy, Global Awareness, Civic Literacy and Health Literacy. Programs whose structures and activities help teens to build these skills are a strong match for the Summer Work and Learning initiative.

## MSYEP Summer Work and Learning RFP page 2

### PROPOSAL CRITERIA

Proposals may be submitted by non-profit organizations, public organizations, school systems and colleges/universities serving Cambridge youth. Funds will be available to support:

- **Youth stipends** from July 6 - August 13, 2010 for up to 20 hours per week (stipends will be paid by MSYEP);
- **Personnel costs** related to project operation, counseling and youth supervision (an approximate cost for staff is \$3,000.00 for 7 weeks). The average project size is 15 participants. A limited number of contracts will be considered for projects consisting of a smaller pool of youth. Agencies may choose to match SWL funding with additional resources to support the cost of a Supervisor.
- **Instructional materials/supplies** (an approximate cost for supplies for 15 youth is \$500).

Projects may pre-select youth if they meet MSYEP age and residency eligibility criteria.

**Note: Youth requested by a project will only be placed there if:**

1. The youth's application is complete and submitted on time to OWD and
2. OWD has received a list of requested youth from an approved SWL site by **June 1, 2010**.

**In addition, youth must attend an Orientation on Monday June 28, 2010. If this will conflict with your program activities, please notify George Hinds in advance.**

### PROJECT DESIGN GUIDELINES

#### Start/End dates

Each SWL project should begin on July 6, 2010 and end on August 13, 2010. Youth may work up to 20 hrs/wk.

#### Project Components

Each SWL project must determine a specific goal and define expected outcomes for youth participants. Projects must produce a **tangible product** at the end of the summer. Examples of products may include the creation of a video documenting work, the development of a newsletter or sample curriculum, an event showcasing skills learned, or the design of a portfolio of youth work.

In addition, each SWL project design must include the following components:

- **Personal and Workplace Competencies** e.g., Problem solving, time management, demonstrating initiative, working with others, using a computer and office technology effectively, processing information, understanding office structure/role, working independently.
- **Career and Educational Connections** e.g., Use of academic-based curricula, study skills, visits to area colleges, discussion groups on advantages of post-secondary education, guest speakers, industry visits, job shadows, information about opportunities available in high school.
- **Job-Readiness Skills** e.g., Filling out job applications, interviewing, job search strategies, resume writing.

#### MSYEP Counseling Component

The project should be designed to accommodate the MSYEP counseling component. Counselors are expected to visit sites three to five times each week. During these visits Counselors can work to motivate youth, mediate issues between sites and youth, help in planning or providing career-related and job-readiness activities, and help youth identify and access resources.

#### Youth Evaluation

This year, MSYEP will ask youth participating in SWL projects to complete pre- and post-program self assessments.

## PROPOSAL CONTENT

All proposals should include:

- **green MSYEP Worksite Application Form**
- **checklist/proposed budget sheet** (enclosed)
- **project narrative** (not to exceed 1 page)
- a **21<sup>st</sup> Century Competencies Form** (enclosed) listing your project activities that address at least 8 skills. These skills must draw from all three categories including: *Life and Career Skills; Learning and Innovation Skill; and Information, Media and Technology Skills*
- a **Themes Inventory** (enclosed), showcasing how your skill-building activities will reflect the themes of Global Awareness; Health Literacy, Civic Literacy; and Financial Economic, Business and Entrepreneurial Literacy.
- a **Project Activity Form** (enclosed) describing the **job-readiness activities, career and educational connections**, integration of the **MSYEP counseling component** and the **product** and outcomes for participants;
- a proposed **project schedule**, including weekly activities and events
- **job description and resume** for recommended Lead Supervisor
- **listing of worksite partners** or collaborators, specifying their project role(s)

Proposals which meet some or all of the following additional criteria will be given preference:

- serve immigrant youth whose first language is not English;
- operate an inclusive program that serves youth with physical, mental or emotional disabilities alongside youth without disabilities;
- serve youth with other barriers to employment;
- demonstrate effective project management and ratio of funding requested to number of youth served;
- operate from 1PM to 4PM to accommodate summer school students;
- use community resources and worksites for educational purposes;
- extend or integrate the project into school year activities;
- engage youth in decision making or include youth-led components;
- provide letter(s) of support or memoranda of agreement from project partners (optional).

## CONTRACT TERMS

All contracts will be **100% cost-reimbursement** (aside from youth wages). Programs will be required to submit invoices for staff time, supplies, administrative costs, and are expected to have back-up documentation available upon request.

Approved SWL programs

- will be required to allow for frequent inclusion of the MSYEP counselor, host a mid-project visit with OWD staff, produce a tangible product and complete a final evaluation.
- will be required send a staff representative to a **mandatory meeting June 3, 2010 at 12:30 pm** (location TBA) to discuss efforts to document 21<sup>st</sup> Century Skills that Cambridge youth attain through participating in Cambridge programs.
- will be required to submit a summary of the site's successes and challenges with their final invoice.

## PROPOSAL REVIEW PROCESS

- Proposals are due in the Office of Workforce Development by **4:00 p.m. on Monday April 5, 2010**. An original and 3 copies should be submitted to OWD, 51 Inman Street, Cambridge, MA 02139. ATTN: Mayor's Summer Youth Employment Program/Summer Work and Learning.
- Technical assistance will be available for interested applicants until March 31, 2010, by appointment. Technical assistance regarding development of curriculum, competency framework or product is recommended.
- Proposals will be reviewed by a Selection Committee and rated on their ability to meet the RFP goals and their response to the components listed under "**Project Design Guidelines & Proposal Content**" sections.
- If not selected as a Summer Work and Learning Project, programs have the option to participate in the Mayor's Summer Youth Employment Program as a "traditional" worksite.

# Proposal Checklist

Please review your proposal packet to ensure you've enclosed all of the required components.

- \_\_\_\_\_ Completed green MSYEP Worksite Application Form
- \_\_\_\_\_ Project narrative (not to exceed one page)
- \_\_\_\_\_ Completed 21<sup>st</sup> Century Competencies Form, including descriptions of at least 8 competency building activities
- \_\_\_\_\_ Completed 21<sup>st</sup> Century Themes Inventory form
- \_\_\_\_\_ Completed Project Activity Form
- \_\_\_\_\_ Proposed Project Schedule
- \_\_\_\_\_ Job description and resume for proposed lead supervisor
- \_\_\_\_\_ Listing of any worksite partners or collaborators
- \_\_\_\_\_ Proposal Checklist/Fund Request Breakdown sheet

**Please remember to include 3 additional copies of your proposal and related materials.**

Please use the space below to identify the preferred criteria (listed on page 3), if any, that you feel your project will meet. If you do not feel you have adequately explained how your project will meet those criteria elsewhere in your proposal, feel free to attach an additional sheet.

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## Fund Request Breakdown

Project Supervision: \_\_\_\_\_

Project Materials: \_\_\_\_\_

Youth Stipend: \_\_\_\_\_ (\$8.00 x 20 hours x 6 weeks x # of participants) paid directly by OWD to youth

Total requested: \_\_\_\_\_

**Submit your proposal no later than 4:00 p.m., Monday April 5, 2010**  
**Office of Workforce Development**  
**51 Inman Street**  
**2nd floor**  
**Cambridge, MA 02139**

**Questions? Concerns? Please call George Hinds at 617-349-6268**

**To request an electronic copy of this RFP, email [ghinds@cambridgema.gov](mailto:ghinds@cambridgema.gov)**  
**Completed proposals may not be submitted by email.**



**MSYEP Project Activity Form**

**3. The MSYEP Counseling component (see RFP pg. 2 for description) is essential to our program, and is a valuable support system for your site and the youth placed to work with your project. Identify some ways you plan to regularly incorporate the MSYEP counselor into your project's activities in order to allow them to provide effective service to your site and the youth (in addition to any listed in response to question 1).**

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**4. What tangible product will be created by the end of the summer? In your description, please include examples of how this product relates to specific goals and outcomes you have planned for MSYEP participants.**

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**Questions? Concerns? Please call George Hinds at 617-349-6268  
or email [ghinds@cambridgema.gov](mailto:ghinds@cambridgema.gov)**

**Mayor's Summer Youth Employment Program: Summer Work & Learning Sites  
Personal and Workplace Competencies**

*Please describe and match your project's activities with 8 of the following 11 skills and competencies. These skills must draw from all three categories including: Life & Career Skills; Learning & Innovation Skills; Information, Media & Technology Skills.*

<b>21st Century Skills &amp; Competencies</b>	<b>SWL Project Activity</b> What specific activities will youth participate in to address these skills?
<p><b>Life &amp; Career Skills</b> <i>Flexibility &amp; Adaptability</i></p> <ul style="list-style-type: none"> <li>• Adapting to varied roles and responsibilities</li> <li>• Adjusting to changing priorities</li> <li>• Achieving success in a less structured environment</li> </ul>	
<p><i>Initiative and Self-Direction</i></p> <ul style="list-style-type: none"> <li>• Monitoring one's own understanding and learning needs</li> <li>• Demonstrating initiative to advance personal and professional skills</li> <li>• Defining, prioritizing and completing tasks without direct oversight</li> <li>• Utilizing time efficiently and managing workload</li> </ul>	
<p><i>Social and Cross-Cultural Skills</i></p> <ul style="list-style-type: none"> <li>• Being open &amp; responsive to new &amp; diverse perspectives</li> <li>• Working appropriately and productively with others of different abilities and backgrounds</li> <li>• Successfully maneuvering modern social connections (i.e. text messaging, social networks: myspace.com, facebook.com)</li> </ul>	
<p><i>Productivity and Accountability</i></p> <ul style="list-style-type: none"> <li>• Demonstrating diligence and a positive work ethic (e.g., be punctual and reliable)</li> <li>• Making the best use of the resources available to accomplish a goal or task</li> </ul>	
<p><i>Leadership and Responsibility</i></p> <ul style="list-style-type: none"> <li>• Using interpersonal and problem-solving skills to influence more than one person toward a goal</li> <li>• Leveraging strengths of others to accomplish a common goal</li> <li>• Demonstrating an understanding of integrity and ethical behavior</li> <li>• Acting responsibly with the interests of the larger community in mind</li> </ul>	
<p><b>Learning &amp; Innovation Skills</b> <i>Creativity &amp; Innovation</i></p> <ul style="list-style-type: none"> <li>• Demonstrating originality and inventiveness in work</li> <li>• Developing, implementing and communicating new ideas to others</li> <li>• Acting on creative ideas to make some specific and tangible changes</li> </ul>	

<p><i>Critical Thinking &amp; Problem Solving</i></p> <ul style="list-style-type: none"> <li>• Exercising sound reasoning in forming an opinion or judgment</li> <li>• Making complex choices</li> <li>• Understanding how systems connect</li> <li>• Framing, analyzing and solving problems</li> <li>• Processing information: identifying and analyzing themes and messages</li> </ul>	
<p><i>Communication and Collaboration</i></p> <ul style="list-style-type: none"> <li>• Articulating thoughts and ideas clearly and effectively</li> <li>• Listening for understanding of others' perspectives</li> <li>• Effectively presenting to a group</li> </ul>	
<p><b>Information, Media &amp; Technology Skills</b></p> <p><i>Media Literacy</i></p> <ul style="list-style-type: none"> <li>• Analyzing, accessing, managing, integrating, evaluating and creating information in a variety of forms and media</li> </ul>	
<p><i>Information Literacy</i></p> <ul style="list-style-type: none"> <li>• Accessing information efficiently and effectively</li> <li>• Evaluating information critically and competently</li> <li>• Using information accurately and creatively</li> </ul>	
<p><i>Information Communication, Technology Literacy</i></p> <ul style="list-style-type: none"> <li>• Using digital technology, communication tools and/or networks appropriately to access, manage, integrate, evaluate, and create information in order to function in a knowledge economy</li> <li>• Using technology as a tool to research, organize, evaluate and communicate information, and the possession of a fundamental understanding of the ethical/legal issues surrounding the access and use of information</li> </ul>	

The 21<sup>st</sup> Century Skills also include four key thematic areas. Please select **two** of the following themes which you believe your SWL program activities will address, and describe relevant activities.

<b>21<sup>st</sup> Century Themes</b>	<b>SWL Project Activity</b> <b>What specific activities will youth participate in to address these themes?</b>
<p><b><i>Financial, Economic, Business and Entrepreneurial Literacy</i></b></p> <ul style="list-style-type: none"> <li>• Knowing how to make appropriate personal economic choices</li> <li>• Understanding the role of the economy in society</li> <li>• Using entrepreneurial skills to enhance workplace productivity and career options</li> </ul>	
<p><b><i>Global Awareness</i></b></p> <ul style="list-style-type: none"> <li>• Using 21st century skills to understand and address global issues</li> <li>• Learning from and working collaboratively with individuals representing diverse cultures, religions and lifestyles in a spirit of mutual respect and open dialogue in personal, work and community contexts</li> <li>• Understanding other nations and cultures, including the use of non-English languages</li> </ul>	
<p><b><i>Civic Literacy</i></b></p> <ul style="list-style-type: none"> <li>• Participating effectively in civic life through knowing how to stay informed and understanding governmental processes</li> <li>• Exercising the rights and obligations of citizenship at local, state, national and global levels</li> <li>• Understanding the local and global implications of civic decisions</li> </ul>	
<p><b><i>Health Literacy</i></b></p> <ul style="list-style-type: none"> <li>• Obtaining, interpreting and understanding basic health information and services and using such information and services in ways that are health enhancing</li> <li>• Understanding preventive physical and mental health measures, including proper diet, nutrition, exercise, risk avoidance and stress reduction</li> <li>• Using available information to make appropriate health-related decisions</li> <li>• Establishing and monitoring personal and family health goals</li> <li>• Understanding national and international public health and safety issues</li> </ul>	

**Recruitment Statement**

In order to help recruit teens that will match appropriately with the specialized nature of your SWL projects, please include a teen-friendly three to four line description of your project.

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